



Hendry County Sheriff's Office

Telecommunications



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1/31/2014

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Policy # TEL 100.7

Subject: CIC Validation Procedures

I. PURPOSE: The purpose of this policy is to establish validation procedures.

II. SCOPE: This order applies to all telecommunications members and members involved in CIC validation.

III. POLICY: Hendry County Sheriff's office members entering and validating information into FCIC/NCIC or DHSMV systems must follow the validation procedures set forth in this policy.

I. PROCEDURE

A. VEHICLE

1. Verify that all information/updates documented in the active case file have been entered into the appropriate entry fields (i.e. VMO) of the FCIC/NCIC entry.
2. Verify that all information in the active FCIC/NCIC entry is documented within the case file.
3. Check the FCIC/NCIC entry for errors (tag, OCA, etc.).
4. Run DHSMV query to check if any changes (i.e. registered owner) have been made. Retain the DHSMV or document in the case file (i.e. Exp 05/10 per DHSMV, Operator's Initials) if information is different from or not contained in the original case file.
5. Contact the owner to verify:
 - a. If the vehicle is still stolen, note the owner contact in the case file.
 - b. If the vehicle has been recovered, verify that it has been removed from FCIC/NCIC and noted in the case file.
 - c. If the insurance company has paid the claim, verify if they are willing to prosecute. If yes, make sure this information/letter is in the case file.
6. If there is an image included in the FCIC/NCIC entry, this image must be validated.
7. Make sure that all changes/updates to information within the case file have been modified into the FCIC/NCIC entry and all changes/updates have been clearly noted in the case file.

8. When the validation process has been completed, verify that all FCIC/NCIC entries have been modified on-line to reflect date and name of person validating the entry(s).

B. BOATS

1. Verify that all information/updates documented in the active case file have been entered into the appropriate entry fields of the FCIC/NCIC entry.
2. Verify that all information in the active FCIC/NCIC entry is documented within the case file.
3. Check the FCIC/NCIC entry for errors (BLE, OCA, etc.).
4. Run DHSMV query to check if any changes (i.e. registered owner) have been made. Retain the DHSMV or document in the case file (i.e. Exp 05/10 per DHSMV, Operator's Initials) if information is different from or not contained in the original case file.
5. Contact the owner to verify:
 - a. If the boat is still stolen, note the owner contact in the case file.
 - b. If the boat has been recovered, verify that it has been removed from FCIC/NCIC and noted in the case file.
 - c. If the insurance company has paid the claim, verify if they are willing to prosecute. If yes, make sure this information/letter is in the case file.
6. If there is an image included in the FCIC/NCIC entry, this image must be validated.
7. Make sure that all changes/updates to information within the case file have been modified into the FCIC/NCIC entry and all changes/updates have been clearly noted in the case file.
8. When the validation process has been completed, verify that all FCIC/NCIC entries have been modified on-line to reflect date and name of person validating the entry(s).

C. GUNS

1. Verify that all information/updates documented in the active case file have been entered into the appropriate entry fields of the FCIC/NCIC entry.
2. Verify that all information in the active FCIC/NCIC entry is documented within the case file.
3. Make sure that the case file is available/on-hand for the hit confirmation process, especially for older case numbers.
4. Check the FCIC/NCIC entry for errors (serial number, OCA, etc.).
5. Contact the owner to verify:
 - a. If the gun is still stolen, note the owner contact in the case file.

- b. If the gun has been recovered, verify that it has been removed from FCIC/NCIC and noted in the case file.
 - c. If the insurance company has paid the claim, verify if they are willing to prosecute. If yes, make sure this information/letter is in the case file.
- 6. If your agency is unable to contact the owner, the agency must make a determination based on the best information available whether or not to maintain the original entry in the file. If the record remains in the FCIC/NCIC system, then the agency is still responsible for the entry and all policies in reference to that entry.
 - 7. If there is an image included in the FCIC/NCIC entry, this image must be validated.
 - 8. Make sure that all changes/updates to information within the case file have been modified into the FCIC/NCIC entry and all changes/updates have been clearly noted in the case file.
 - 9. When the validation process has been completed, verify that all FCIC/NCIC entries have been modified on-line to reflect date and name of person validating the entry(s).

D. LICENSE PLATES/TAGS

- 1. Verify that all information/updates documented in the active case file have been entered into the appropriate entry fields of the FCIC/NCIC entry.
- 2. Verify that all information in the active FCIC/NCIC entry is documented within the case file.
- 3. Check the FCIC/NCIC entry for errors (tag number, OCA, etc.).
- 4. Lost tags are not to be entered into FCIC/NCIC. If the tag is reported as lost, remove the entry from FCIC/NCIC.
- 5. Run DHSMV query to check if any changes (i.e. registered owner) have been made. Retain the DHSMV or document in the case file (i.e. Exp 05/10 per DHSMV, Operator's Initials) if information is different from or not contained in the original case file.
- 6. Contact the owner to verify:
 - a. If the license plate/tag is still stolen, note the owner contact in the case file.
 - b. If the license plate/tag has been recovered, verify that it has been removed from FCIC/NCIC and noted in the case file.
- 7. If there is an image included in the FCIC/NCIC entry, this image must be validated.
- 8. When the validation process has been completed, verify that all FCIC/NCIC entries have been modified on-line to reflect date and name of person validating the entry(s).

E. PARTS

- 1. Verify that all information/updates documented in the active case file have been entered into the appropriate entry fields of the FCIC/NCIC entry.

2. Verify that all information in the active FCIC/NCIC entry is documented within the case file.
3. Check the FCIC/NCIC entry for errors (serial number, OCA, etc.).
4. Contact the owner to verify:
 - a. If the part is still stolen, note the owner contact in the case file.
 - b. If the part has been recovered, verify that it has been removed from FCIC/NCIC and noted in the case file.
5. If the insurance company has paid the claim, verify if they are willing to prosecute. If yes, make sure this information/letter is in the case file.
6. If there is an image included in the FCIC/NCIC entry, this image must be validated.
7. Make sure that all changes/updates to information within the case file have been modified into the FCIC/NCIC entry and all changes/updates have been clearly noted in the case file.
8. When the validation process has been completed, verify that all FCIC/NCIC entries have been modified on-line to reflect date and name of person validating the entry(s).

F. PERSONS MISSING

1. Verify that all information/updates documented in the active case file have been entered into the appropriate entry fields of the FCIC/NCIC entry.
2. Verify that all information in the active FCIC/NCIC entry is documented within the case file.
3. Make sure that the case file is available/on-hand for the hit confirmation process, especially for older case numbers.
4. Check the FCIC/NCIC entry for errors (name, race, sex, date of birth, etc.) o If the race of the person is unknown, verify that U has been used in the RAC field.
5. Contact the person who reported subject(s) as missing to verify:
 - a. If the person is still missing, note the reporting person contact in the case file.
 - b. If the person has been found, verify that the entry has been removed from FCIC/NCIC and noted in the case file.
 - c. If the missing person entry has been in the system more than 30 days, verify that efforts have been made to obtain dental records. o If dental records are available, verify that they have been entered into NCIC using the ED message key.
6. If dental records are not available, verify that this information has been entered into NCIC using the ED message key. (Using the ED message key, enter Dental X-Rays-N, Dental Model(s) Photo-N, and UNK as first characters in DCH field.)

7. Verify that all efforts to obtain dental information are documented/available in the case file.
8. If the missing person entry has been in the system more than 90 days, verify that efforts have been made to obtain DNA.
 - o If DNA is available, verify that this information has been modified into the FCIC/NCIC entry. (Once an agency has obtained a biological sample and written a supplement to the original missing person report, the agency should modify the entry in FCIC/NCIC). The DNA can be entered as either No (the sample is not available) or Yes (the sample was obtained and submitted to the lab). If 'Y' is entered, then the DLO Field must contain information regarding the name of the lab that analyzed the DNA sample, contact person, type of DNA specimen submitted, and the lab case ID number, and other information deemed appropriate by the agency. CJIS Tech Memo 20011-04)
9. If DNA is not available, verify that this information has been modified into the FCIC/NCIC entry.
10. Verify that all efforts to obtain DNA are documented/available in the case file.
11. Verify that all aliases documented in the case file are entered in the AKA field of the FCIC/NCIC entry and that all aliases within the FCIC/NCIC entry are documented within the case file. (If multiple aliases are documented, all should be entered into FCIC/NCIC using the supplemental data message key.)
12. Verify that all scars, marks and/or tattoos documented in the case file are entered into the SMT field of the FCIC/NCIC entry and all scars, marks and/or tattoos within the FCIC/NCIC entry are documented within the case file. (If multiple scars, marks, and tattoos are documented, all should be entered into the FCIC/NCIC entry using the supplemental data message key.)
13. If there are multiple dates of birth, verify that all have been entered into the DOB field of the FCIC/NCIC entry and all are documented within the case file. (If multiple dates of birth are documented, all should be entered into FCIC/NCIC using the supplemental data message key.)
14. If there is an image included in the FCIC/NCIC entry, this image must be validated.
15. Make sure that all changes/updates to information within the case file have been modified into the FCIC/NCIC entry and all changes/updates have been clearly noted in the case file.
16. When the validation process has been completed, verify that all FCIC/NCIC entries have been modified on-line to reflect date and name of person validating the entry(s).

G. WRITS

1. Verify that all information/updates documented in the active case file have been entered into the appropriate entry fields of the FCIC entry.
2. Verify that all information in the active FCIC entry is documented within the case file.
3. The only Florida Writ of Bodily Attachment that may be entered into FCIC is one pertaining to unpaid child support. Verify that the entry is for court ordered child support obligation (F.S. 943.05 (f))

4. Child Support Writs are entered into FCIC only using the FESB or FESW message keys. Verify that the FCIC entry has been entered using the correct message key.
5. Make sure that the case file is available/on-hand for the hit confirmation process, especially for older case numbers.
6. Check the FCIC/NCIC entry for errors (name, race, sex, date of birth, purge amount from judge's order only, etc.)
 - a. If the race of the person is unknown, verify that U has been used in the RAC field.
7. Verify that the purge amount has been determined solely from the judge's order. Verify the purge amount has not been rounded up and does not include decimals. (If more than one purge amount is contained within the entry (i.e. several purge amounts are added, the amount in the entry should not be rounded and should not include decimals.) Verify the purge amount entered into the FCIC entry is the same as the documentation within the case file.
8. Verify that the purge amount in the MISC field matches the amount entered in the PRG AMT field as well as the documentation within the case file. (If the PRG amount in the case file does not include decimals, then the PRG amount does not have to be listed in the MISC field.)
9. Contact the Clerk of Court/State Attorney to verify:
 - a. If the order is still active, note contact with courts in the case file. (If your agency has access to the Clerk of Court website and this is the only form of verification, this should be written in the agency's validation procedures.)
 - b. If the purge amount has been paid, verify that the subject has been removed from FCIC/NCIC and noted in the case file.
10. Verify that all aliases documented in the case file are entered in the AKA field of the FCIC/NCIC entry and that all aliases within the FCIC/NCIC entry are documented within the case file. (If multiple aliases are documented, all should be entered into FCIC/NCIC using the Verify that all scars, marks and/or tattoos documented in the case file are entered into the SMT 0supplemental data message key.) field of the FCIC/NCIC entry and all scars, marks and/or tattoos within the FCIC/NCIC entry are documented within the case file. (If multiple scars, marks, and tattoos are documented, all should be entered into the FCIC/NCIC entry using the supplemental data message key.)
11. If there are multiple dates of birth, verify that all have been entered into the DOB field of the FCIC/NCIC entry and all are documented within the case file. (If multiple dates of birth are documented, all should be entered into FCIC/NCIC using the supplemental data message key.)
12. If there is an image included in the FCIC/NCIC entry, this image must be validated.
13. Make sure that all changes/updates to information within the case file have been modified into the FCIC/NCIC entry and all changes/updates have been clearly noted in the case file.
14. When the validation process has been completed, verify that all FCIC/NCIC entries have been modified on-line to reflect date and name of person validating the entry(s).

H. WARRANTS

1. Verify that all information/updates documented in the active case file have been entered into the appropriate entry fields of the FCIC/NCIC entry.
2. Verify that all information in the active FCIC/NCIC entry is documented within the case file.
3. Make sure that the case file is available/on-hand for the hit confirmation process, especially for older case numbers.
4. Check the FCIC/NCIC entry for errors (name, race, sex, date of birth, etc.)
5. If the race of the person is unknown, verify that U has been used in the RAC field.
6. Verify that the correct code has been entered into the EXL (extradition limit) field. If extradition limits have changed, verify that the entry has been modified to reflect the change.
7. Contact the Clerk of Court/State Attorney to verify:
 - a. If the warrant is still active, note contact with courts in the case file. (If your agency has access to the Clerk of Court website and this is the only form of verification, this should be written in the agency's validation procedures.)
 - b. If the person has been picked up, verify that the subject has been removed from FCIC/NCIC and noted in the case file. If your agency is unable to verify that the subject is still wanted, the entry should be removed from the FCIC/NCIC system immediately.
8. Verify that all aliases documented in the case file are entered in the AKA field of the FCIC/NCIC entry and that all aliases within the FCIC/NCIC entry are documented within the case file.
9. Verify that all scars, marks and/or tattoos documented in the case file are entered into the SMT field of the FCIC/NCIC entry and all scars, marks and/or tattoos within the FCIC/NCIC entry are documented within the case file.
 - a. If there are multiple dates of birth, verify that all have been entered into the DOB field of the FCIC/NCIC entry and all are documented within the case file.
10. If there is an image included in the FCIC/NCIC entry, this image must be validated.
11. Make sure that all changes/updates to information within the case file have been modified into the FCIC/NCIC entry and all changes/updates have been clearly noted in the case file.
12. When the validation process has been completed, verify that all FCIC/NCIC entries have been modified on-line to reflect date and name of person validating the entry(s).

I. PROTECTION ORDERS/DOMESTIC VIOLENCE INJUNCTIONS

1. Verify that all information/updates documented in the active case file have been entered into the appropriate entry fields of the FCIC/NCIC entry.
2. Verify that all information in the active FCIC/NCIC entry is documented within the case file.

3. Make sure that the case file is available/on-hand for the hit confirmation process, especially for older case numbers.
4. Check the FCIC/NCIC entry for errors (name, race, sex, date of birth, etc.) o If the race of the person is unknown, verify that U has been used in the RAC field.
5. The Brady Indicator is no longer mandatory (CJIS Memorandum 2008-16); however, if the Brady indicator is used, it must be entered correctly. Verify that the documentation in the case file supports the FCIC/NCIC entry.
6. Verify that IS (injunction served) or INS (injunction not served) has been included in the MISC field of all protection order entries (CJIS Memorandum 1996-07).
7. Verify that the petitioner's name has been included in the Protected Persons field of the FCIC/NCIC entry.
8. If multiple protected persons are included in the order, all should be placed in the same entry using ENPO message key. (Up to 9 per record can be entered and entered as a set (name, sex, race and date of birth.) Sex and race are not required but should be entered if known/documented in report.
9. Verify that the petitioner's address, if documented in the case file, has been entered into FCIC/NCIC using the available fields (PAD, PCS, PPZ) and not just added in the MIS field.
10. Contact the Clerk of Court/State Attorney to verify: o If the order is still active, note contact with courts in the case file. (If your agency has access to the Clerk of Court website and this is the only form of verification, this should be written in the agency's validation procedures.)
11. If the order has been canceled, verify that the entry has been removed from FCIC/NCIC and noted in the case file.
12. Verify that all protection order conditions (PCO) documented in the order are entered into the FCIC/NCIC entry using the ENPO message key. (Up to seven conditions can be entered per entry).
13. Verify that all aliases documented in the case file are entered in the AKA field of the FCIC/NCIC entry and that all aliases within the FCIC/NCIC entry are documented within the case file. (If multiple aliases are documented, all should be entered into FCIC/NCIC using the Verify that all scars, marks and/or tattoos documented in the case file are entered into the SMT field of the FCIC/NCIC entry and all scars, marks and/or tattoos within the FCIC/NCIC entry are documented within the case file. (If multiple scars, marks, and tattoos are documented, all should be entered into the FCIC/NCIC entry using the supplemental data message key.)
14. If there are multiple dates of birth, verify that all have been entered into the DOB field of the FCIC/NCIC entry and all are documented within the case file. (If multiple dates of birth are documented, all should be entered into FCIC/NCIC using the supplemental data message key.)
15. If there is an image included in the FCIC/NCIC entry, this image must be validated.
16. Make sure that all changes/updates to information within the case file have been modified into the FCIC/NCIC entry and all changes/updates have been clearly noted in the case file.

17. When the validation process has been completed, verify that all FCIC/NCIC entries have been modified on-line to reflect date and name of person validating the entry(s).

Your electronic signature in Power DMS acknowledges you have read this policy and understand it.